CONFERENCE ON DISARMAMENT

CD/INF.1/Rev.25
21 January 1992

ENGLISH ONLY

BASIC INFORMATION FOR DELEGATIONS ON
CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Rooms

The meetings of the Conference will be held in the Council Chamber, which will also be available to the Conference for its informal meetings and for the meetings of its subsidiary bodies. Conference Room V will also be available. Ten weekly meetings with full services will be provided to the Conference. Should the Conference or a group of delegations wish to hold informal meetings or consultations, the Documentation and Conference Officer should be notified in advance in order that arrangements may be made for an appropriate venue and servicing when necessary.

Conference Room I and C.108 as well as the Conference Room on the sixth floor will be available for informal consultations. Room C.108 is reserved for the use of the President of the Conference but can be made available to delegations on an ad hoc basis, for informal consultations. Each of the three aforementioned conference rooms should be reserved in advance with the Documentation and Conference Officer on extension 3036. An additional meeting per day with services will be provided for the session of the Ad Hoc Group of Scientific Experts to Detect and Identify Seismic Events.

2. Conference Secretariat

		Office No.	Tel.No
Mr. M. Komatina	Secretary-General of the CD and Personal Representative of the Secretary-General of the United Nations	D.617	2280
Mr. V. Berasategui	Deputy Secretary-General of the CD	D.611	2261
Mr. A. Bensmail	Senior Political Affairs Officer	D.609	3440
Mr. V. Bogomolov	Political Affairs Officer	D.601	3441
Ms. H. Hoppe	Political Affairs Officer	D.612	2298
Mr. M. Cassandra	Political Affairs Officer	D.616	3038

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Mrs. F. Robert-Tissot	Research Assistant	D.608	2264
Ms. E. Pasqualin	Documentation and Conference Officer	D.619	3036
Ms. C. Darby	Assistant to the Secretary of the Ad Hoc Committee on Chemical Weapons	D.607	4026
Ms. Y. Santa Eugenia	Assistant to the Secretary-General of the CD and Personal Representative of the United Nations Secretary-General	D.615	2281
Ms. A. Dolan	Assistant to the Deputy Secretary-General of the CD	D.613	2262
Assistants			
Ms. W. Gibson		D.614	2289
Ms. S. Johnston		D.621	2274
Ms. M. Stranaghan		D.621	2274

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Ms. F. Waskes-Fischer	Press Officer	C.311	2314

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Mr. N. Vochtchinine	Director, Conference Services Division	276	3476
Mr. A. Bahi	Chief, Conference Service	B.532	3650
Mr. G. Williams	Chief, Editorial and Documents Control Section	B.534	3660
Ms. M.H. Poncet-Montange	Chief, Meetings Co-ordination and Servicing Section	B.540	3665
Mr. N. Tawfik	Chief, Interpretation Service	C.524	3074
Ms. N. Suthimai	Chief, Languages Service	E.5086	5306
Mr. J. Chardin	Chief, Publishing Service	C.107	2600
Mr. P. Piguet	Acting Chief, Documents Distribution Section	C.115-1	2612
Mr. P. Mehu	Director, Information Service	C.302	2300

3. Passes

Passes will be required for access to the floor of the Conference Room. They will be issued as soon as the list of members of delegations is received from each delegation. The identification cards issued by the Swiss authorities to members of Permanent Missions in Geneva and other identification issued by the United Nations Office in Geneva will also be acceptable.

4. Final Records

The record of each plenary meeting will consist of the texts of statements made at the meeting, the definitive versions of which should, to the extent possible, be provided by the delegations concerned. All statements will be made available in the other five working languages, in the form of final records. These records, in each of the six working languages, will consist of a cover sheet and the statements, including announcements by the President, ad hoc interventions and any decisions taken by the Conference.

Delegations making statements are accordingly requested to transmit their prepared texts, in seven typewritten copies, as a basis for the final record to the Documentation and Conference Officer in the meeting room or in Office D.619.

Since the circulation of the final records in the shortest possible time will in some respects depend on the availability of statements made in the Conference, it is kindly requested that statements be delivered promptly to the Documentation and Conference Officer with any changes, additions or deletions made during delivery. Changes, additions or deletions not provided by delegations to the secretariat on the date of delivery of the statement will be transcribed by the secretariat in any one of the official languages of the Conference.

5. Preparation of Documents other than Statements

All documentation which a delegation wishes to have translated and reproduced as a Conference document should be submitted to the Documentation and Conference Officer in a minimum of seven copies for the purposes of translation and reproduction.

6. Interpretation

To facilitate the work of the interpreters, delegations are invited to provide seven copies of prepared statements for the language booths to the Documentation and Conference Officer as soon as possible before the meeting begins.

7. Simultaneous Distribution of Statements made during meetings

The Documentation and Conference Officer will be at the disposal of delegations to arrange distribution of prepared statements to other delegations during a meeting. For that purpose it would be appreciated if delegations could provide a minimum of 100 copies of their statements to the Documentation and Conference Officer to cover the requirements also of non-members present at Plenary meetings wishing to receive copies. That number of copies will also be sufficient to satisfy the Secretariat needs referred to in paragraphs 4 and 6 above. In view of financial constraints, it will no longer be possible for the secretariat to make copies for full circulation when those provided are substantially less than required.

8. Information on List of Speakers and CD meetings

All information concerning the List of Speakers for plenary meetings or the programme of meetings of the Conference and its subsidiary bodies for the day should be requested on extension 3036.

9. Distribution of Documents

Official CD documents may be collected from the delegation boxes located next to Conference Room III. Additional copies of official CD documents may be obtained from the Documents Distribution counter, Room C.111, telephone extension 2609 (near Conference Room III). Limited quantities will be available in the Council Chamber. Documents of subsidiary bodies will also be distributed, in small quantities, in the delegation boxes next to Conference Room III. They will continue to be available in the Council Chamber and additional copies may be obtained directly from the assistants to the Secretaries of the subsidiary bodies.

10. Reference Documentation

A Research and Reference Collection on disarmament-related documents and records, as well as a number of publications and books, has been established by the Secretariat. Queries from delegates should be channelled to the Documentation and Conference Officer when related to current documents of the Conference. Queries relating to older CD documents and to all other disarmament-related documents and publications, including those issued at Headquarters in New York, should be referred to the Research Assistant (Office D.608, telephone ext. 2264).

10. Smoking is discouraged in the Council Chamber and prohibited in the smaller meeting rooms.